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# STANDARD FORM 330: Understanding The New Form for Architect-Engineer Qualifications

ARCHITECT - ENGINEER QUALIFICATIONS			
PART I - CONTRACT-SPECIFIC QUALIFICATIONS			
A. CONTRACT INFORMATION			
1. TITLE AND LOCATION (City and State)			
2. PUBLIC NOTICE DATE		3. SOLICITATION OR PROJECT NUMBER	
B. ARCHITECT-ENGINEER POINT OF CONTACT			
4. NAME AND TITLE			
5. NAME OF FIRM			
6. TELEPHONE NUMBER		7. FAX NUMBER	8. E-MAIL ADDRESS
C. PROPOSED TEAM			
(Complete this section for the prime contractor and all key subcontractors.)			
(Check)	9. FIRM NAME	10. ADDRESS	11. ROLE IN THIS CONTRACT
PRIME			
JOINT			
PARTNER			
SUBCONTRACTOR			
TRACTION			
B.			
	<input type="checkbox"/> CHECK IF BRANCH OFFICE		



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# Objectives

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- **Replaces SFs 254 and 255, which were largely unchanged since 1975.**
  - **Merges two forms into one (SF 254 was rarely used alone):**
    - Part I: Contract-Specific Qualifications
    - Part II: General Qualifications
  - **Delete duplicate information.**
  - **Expand essential information.**
  - **Eliminate information of marginal value.**
  - **Reflect current A-E disciplines and services.**
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# New Form, But Not New Process!

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- **The SF 330 is still focused on the same basic information as SF 254/255:**
    - Which firms are on the project team and what are their roles?
    - Who are the key personnel assigned to the project and what are their qualifications?
    - What experience does the project team have in similar work and in working together?
  - **Selection criteria and selection process are not changed.**
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# Part I - Contract-Specific Qualifications (for entire team)

<b>A. Contract Information</b> <ul style="list-style-type: none"><li>• Title and Location</li><li>• Public Notice Date</li><li>• Solicitation or Project No.</li></ul>	Same info as required in SF 255, blocks 1, 2a & 2b.
<b>B. A-E Point of Contact</b> <ul style="list-style-type: none"><li>• Name and Title</li><li>• Firm Name</li><li>• Phone, Fax, E-mail</li></ul>	Same info as required in SF 255, block 3a, except fax and e-mail added. Only one POC.
<b>C. Proposed Team</b> <ul style="list-style-type: none"><li>• Contractual Relationship</li><li>• Firm Name and Address</li><li>• Role in Contract</li></ul>	Same info as required in SF 255, blocks 3, 5 and 6. Matrix format.





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# Part I - Contract-Specific Qualifications

<b>D. Organizational Chart of Proposed Team</b>	<b>Not required by SF 255, but usually included by A-E's. No specific format or software.</b>
<b>E. Resumes of Key Personnel</b> <ul style="list-style-type: none"><li>• Name</li><li>• Role in Contract</li><li>• Years Experience</li><li>• Education</li><li>• Professional Registration</li><li>• Relevant Projects (5)</li></ul>	<b>One page per person, instead of ½ on SF 255. Essentially same info as required by SF 255, block 7, except specific blocks added to describe five relevant projects person performed.</b>



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# Part I - Contract-Specific Qualifications

## F. Example Projects

- Title and Location
- Year Completed
- Project Owner/POC
- Brief Description & Relevance
- Firms Involved

**Info on 10 projects, similar to SF 255, block 8. Expanded to 1 page/project, which is current practice. Description includes scope, size & cost. Identify other firms on team involved. Can insert photos.**

## G. Key Personnel Participation in Example Projects

(Matrix format)

**Only really new info required on SF 330 vs. SF 255. Shows which key persons (section E) worked on which example projects (section F). Can't be fully determined on SF 255.**



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# Part I - Contract-Specific Qualifications

H. Additional Information	<b>Open block similar to SF 255, block 10. Emphasis is on providing <i>additional information requested by agency</i>, not repeating info already provided above. Can attach additional pages as needed.</b>
I. Authorized Representative	<b>Same as SF 255, block 11.</b>



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# Part II - General Qualifications

(1 page. Prepared for each *key* office for prime, JV partners and subcontractors)

1-8: Firm Name and Address, POC Info, Type of Ownership, Small Business?, Parent Firm, Former Names, Year Established, DUNS Number (assigned by office)	Essentially same info as required by SF 254, block 1-6.
9. Employees by Discipline <ul style="list-style-type: none"><li>• Discipline Code and Title</li><li>• # Employees in Total Firm</li><li>• # Employees in Branch Ofc.</li></ul>	Similar to SF 254, block 8. Uses code numbers. 62 identified disciplines vs. 24 on SF 254. Others can be added.



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## Part II - General Qualifications

### 10. Profile of Firm's Experience and Annual Average Revenues for Last 5 Years

- Profile Code and Title
- Revenue Index No.

**Similar to SF 254, block 10, but doesn't require # of projects and expresses revenues as ranges instead of specific \$'s. 160 identified profile codes vs. 117 on SF 254. Others can be added.**

### 11. Annual Average Revenues of Firm for Last 3 Years

- Federal Work
- Non-Federal Work
- Total Work

**Simplification of SF 254, block 9. Only requires annual average over last 3 years instead of annual revenues for each of last 5 years. Uses ranges like SF 254.**

### 12. Authorized Rep.

**Same as SF 254, block 11.**



# Comparison of SF 330 to SF 254/255

- **Deleted:**

- Duplication of number of personnel (255/4 & 254/8)
- Current work for other Federal agencies (255/9)
- List of all offices and # of personnel in each (254/7)
- Revenue info for each of last 5 years (254/9)
- Number of projects for each profile code (254/10)
- Specific \$'s for each profile code (254/10) – use ranges
- 30 Example projects (254/11)

- **Added:**

- Organization chart
  - Expanded information on example projects
  - Matrix of key personnel participation in example projects
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# Implementation

- **A-E announcements issued on/after 8 June 2004 require submission of SF 330**
- **GSA forms website has SF 330 in Word, PDF and FormNet electronic formats**
- **Commercial software products now available**
- **Agencies are encouraged to set reasonable page limits**
- **SF 254 will no longer be submitted to ACASS (for DoD). Instead ...**
- **Electronically submit SF 330 Part II as part of “On-Line Reps. and Certs. Application” (ORCA):**
  - Voluntary!
  - Must first have DUNS # and be registered in CCR



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# Implementation

- **ACASS software must still be developed to extract SF 330 Part II from ORCA:**
    - Interim manual feed of blocks 1-8 from ORCA to ACASS
    - ACASS number to be replaced by DUNS number
    - ACASS to become Federal-wide system – part of Business Partner Network
  - **Agencies will typically require submission of Parts II with Part I (at least for now)**
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# Tips

- **Keep submissions concise - thicker is not better**
- **No cover letter**
- **Use bold print and shading to highlight key points**
- **Projects for key personnel (Section E) do not have to line up with team projects (Section F)**
- **Make sure key personnel have appropriate registration or certification**
- **Acknowledge and address any unsatisfactory past performance evaluations in Section H**
- **Don't tweak the profile codes in Part II for each submission – they don't get much weight in selections**



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# Websites

- **SF 330:**  
<http://www.gsa.gov/Portal/gsa/ep/formslibrary.do?formType=SF>
- **Central Contractor Registration:**  
<http://www.ccr.gov>
- **Business Partner Network:** <http://www.bpn.gov>
- **On-Line Representations and Certifications Application:** <http://orca.bpn.gov>
- **Federal Business Opportunities:**  
<http://www.fedbizopps.gov>
- **Small Business Administration:**  
<http://www.sbaonline.sba.gov>